



DC HIV Prevention Community Planning Group			Meeting Minutes
GROUP	HIV Prevention Community Planning Group		
MEETING TITLE/TYPE	Full HPCPG Meeting		
DATE / TIME	December 9, 2010	5:30 pm – 8:00 pm	
LOCATION/ROOM	HAHSTA, 64 New York Avenue, Fifth Floor Conference Room		

ATTENDEES/ROLL CALL: 15 voting members were present					
Member	Present	Absent	Member	Present	Absent
Melina, Afzal	x		Anadia (Sharmus) Outlaw		x
<i>Kristen Degan, Alt.</i>		x	Richard Rice, MA	x	
Natalia Averett	x		<i>Laureen Lynch-Ryan, Alt.</i>		x
Susan M. Blake, Ph.D.	x		Nestor Rocha	x	
Mark Baker	x		Hazel V. Smith	x	
Chris Bryant	x		Rev. Dana Tolliver	x	
Cyndee Clay	x		Isaiah Webster III	x	
<i>Debbie McMillian, Alt.</i>	x		Pernell Williams	x	
Manuel Diaz-Ramirez		x	Zenovia Wright	x	
Calvin Gerald	x		A. Toni Young		x
Ronald Harris	x		<i>Kehinde Hall, Alt.</i>		
Daniel O'Neill		x	Terrence L. Young	x	
<i>David Mariner, Alt.</i>		x			
Guests					
Ron Swanda, Colleen Oakes, Ronald (Tony) Wooden, Clifford (Earl) Terry, Tyler Spencer					

AGENDA	
Item	Discussion
Call to Order	The Meeting was called to order at 5:50 p.m. by Melina Afzal
Approval of Agenda	A motion to approve the agenda was made by Pernell Williams. It was seconded by Richard Rice.  The agenda was approved by unanimous consent.
Approval of Minutes	A motion to approve the October minutes was made by Isaiah Webster III. It was seconded by Rev. Dana Tolliver.  <b>Vote:</b> 12-In favor, 0-Opposed 1-Abstentions The minutes were approved.
CSA Update	Melina Afzal informed the group that the Strategic Information Bureau has not completed the CSA. She noted that the Bureau previously committed to completing the CSA by November 11, 2010 and then they moved the date to November 26, 2010. The reason why the report has not been completed is due to staffing shortage at the Bureau. Ms. Afzal offered the following recommendations to the operations committee for discussion: (1) shift the responsibility back to the department that is responsibility for preparing the

	<p>report; and (2) do not provide any feedback until the document is completed. Further, Ms. Afzal asked the committee for suggestions for the next steps obtaining the report. For example, should the CPG write a letter to the head of the Department of Health, the City Council and the incoming elect mayor? Ms. Afzal opened the floor for discussion.</p> <p>Pernell Williams offered a suggestion that the committee ask for sections of the report that are completed now, the committee review those sections, but not submit any feedback until the entire report is completed. This would allow more time for the CPG to review the report.</p> <p>Ronald Harris suggested the CPG do not provide feedback until the entire report is received.</p> <p>Terrence Young suggested the CPG wait to receive a complete CSA report.</p> <p>During the discussion, Dr. Susan Blake asked: What is the CPG's task when the report is received? Nestor Rocha explained that it is up to the CPG to decide. He suggested that the CPG consider populating the logic models based on the prioritized population in order to speed up the process. Further, he agreed with Mr. William's strategy to receive the report in sections.</p> <p>The following recommendations came out of the discussion.</p> <ol style="list-style-type: none"> <li>1. Wait for complete CSA Report</li> <li>2. Continue to request sections that are complete to start reviewing</li> </ol> <p>During further discussions, Cyndee Clay suggested that the committee wait for the CSA data before beginning any work on the plan to avoid repeating what they do every year. She suggested that the new plan be data driven. Mr. Rocha offered clarification by explaining that he was speaking in reference to creating a more comprehensive strategy that includes whatever comprehensive intervention that are done to respond to these populations.</p> <p>Also, Mr. Harris stated the CPG always feels pressed for time because they do not receive information from HAHSTA in a timely manner.</p> <p><b>Motion #1:</b> Isaiah Webster made a motion to wait for a completed CSA report to resume work on this matter and that the CPG delay any further work until the report is in hand. <b><i>Note: Both members of the logistical support team were out of the room at the time of the motion assisting CPG members who arrived after 5:30 p.m. From the recording, the individual who seconded the motion did not state their name for the record.</i></b></p> <p><b>Vote:</b></p> <p><b>In Favor – 11; Opposed –2; Abstain - 1</b></p> <p>Next, Ms. Afzal asked the committee whether the CPG should write letters to any one, e.g. the head of DOH, to encourage the Bureau to complete the CSA</p> <p>Cyndee Clay stated that she thinks that the CPG should draft a letter. Also, Mr. Rocha agreed and suggested that the letter be sent to the Sr. Deputy Director of HAHSTA before it moves up the chain of command.</p> <p>Ron Swanda suggested the letter include the implications the delay has on the</p>
--	---

	<p>CPG accomplishing its work.</p> <p><b>Motion #2</b> - Isaiah Webster made a motion for the operations committee to draft a letter to the Senior Deputy Director of HAHSTA expressing frustration about not having received the CSA report. Pernel Williams seconded the motion.</p> <p>Dr. Blake suggested the letter state the number of times that the deadline has been missed.</p> <p>Mr. Webster restated his motion to draft a letter to the Senior Deputy Director of HAHSTA expressing frustration about not having received the CSA report; include the deadlines that the Bureau has missed; and the implications that it has on the CPG accomplishing its work.</p> <p>The motion was amended to add sending the letter to Dr. Nnemdi Kamanu Elias, HAHSTA's Senior Deputy Director and send a copy to Tiffany West.</p> <p><b>Vote:</b></p> <p><b>In favor – 10; Opposed – 4; Abstain – 2</b></p> <p>The committee agreed to prepare a letter to send to Dr. Vigilance, the Director of the DOH if there is no response from Dr. Nnemdi Kamanu Elias and Tiffany West.</p>
<b>HAHSTA Report</b>	<p><b>HIV Prevention Leadership Summit (HPLS)</b></p> <p>Mr. Rocha reported that one member and one alternate applied for registration for the summit. In addition, there were opportunities to showcase what has been going on in the DC area. Ms. Clay stated that the DC CPG will be giving a presentation on three topics: the Needle Exchange Program; Prioritizing the Transgender population; and the Community Planning Process. She solicited input to include in her presentation from the committee.</p> <p><b>Enhanced Prevention Plan</b></p> <p>Mr. Rocha reported that he attended the grantee meeting and participated in exercises to develop the Enhanced Prevention Plan. The exercises encompassed situational analysis that will make it easier when beginning the actual plan. The next step is to plan a stakeholder meeting. It is expected that two or three members of the CPG will participate and an invitation will be sent to the Planning Council as well. The stakeholder meetings will have representation from different groups including academia, and other experts.</p> <p>Ms. Afzal added that she thinks the stakeholder meeting is a great opportunity for people who are not connected to a Community Based Organization (CBO) to participate.</p>
<b>CPG Reorganization</b>	<p><b>Discussion</b></p> <p>Ms. Averett presented an overview of the break out sessions that were held at the last meeting. Most groups were concerned about the following subjects:</p> <ol style="list-style-type: none"> <li>1. Member recruitment and retention;</li> <li>2. Member participation and training;</li> <li>3. Gaps in representation of members from the various communities;</li> </ol>

	<ol style="list-style-type: none"> <li>4. Data collection review and communications, including roles and responsibility between HAHSTA and the CPG;</li> <li>5. Maintaining focus on primary responsibility</li> <li>6. Accountability to the community</li> </ol> <p>In conclusion, Ms. Averett stated that the next step is for the committee to focus on how to address the issues.</p> <p>Ms. Afzal opened up the floor for discussion on the rules of engagement that the CPG will use to engage its members in dialogue, trust, and commitment, suspending Roberts Rules and the Bylaws. However, Mr. Webster reminded the committee that they can never suspend the bylaws during a meeting.</p> <p>Highlights from the discussion are as follows:</p> <ol style="list-style-type: none"> <li>1. Mr. Williams stated that there needs to be more clarity on language and acronyms. In addition, he suggested having meeting out in the communities.</li> <li>2. Mr. Harris stated that HAHSTA does not respect the CPG as a body. Further, there needs to be more representation from the community for certain populations because he is not comfortable with making decisions for unrepresented populations.</li> <li>3. Hazel Smith stated that she does not understand discussions that occur in the meetings.</li> <li>4. Mr. Rocha stated that the CPG is a prevention committee; however there are no discussions in the meetings on prevention or what is occurring in the communities. He noted that the CPC had synergy prior to the delay in receiving the CSA report</li> <li>5. Mr. Webster stated that the Full CPG is a voting decision-making body. The detail work of the CPG should be done in the committees with the experts on the subject and that the committees should bring recommendations to the Full CPG to vote.</li> <li>6. Chris Bryant suggested creating committees to do the work.</li> <li>7. Mr. Harris reminded the group that the committee structure did not work well in the past. Mr. Rocha argued that this time it will be different because the committees would have a plan.</li> </ol> <p>At the end of the discussion, Ms. Afzal explained to the group that she would take the points raised into consideration.</p>
<b>Nominations and Elections</b>	<p>The nominations and elections for Community Co-Chair Elect and Operations Committee were combined. Mr. Rocha explained the election process to the group. Prior to opening the floor for nominations, Mr. Harris asked for an explanation of the responsibilities of the Operations Committee. In response, Terrence Young and Richard Rice explained the duties to include deciding the agenda for the full CPG and other issues. Sharron Harris, a member of the contractor team, further commented that the Operations Committee is the leadership team that decides and stages the work, to improve the CPG's</p>

	<p>efficiency and effectiveness. Mark Baker nominated himself for consideration for the operations committee.</p> <p>Prior to voting, Ms. Afzal asked the nominees for co-chair, Ms. Averett and Mr. Young to give a statement of their interest in having the position. Mr. Young stated he wanted to help the CPG. Ms. Averett reminded the group that she does not reside in DC because that has been an issue in the past.</p> <p><b>Results of the Election:</b></p> <table> <tr> <th><b>Community Co-Chair Elect</b></th><th><b>No. of Votes</b></th></tr> <tr> <td>Terrence Young</td><td>9</td></tr> <tr> <td>Natalia Averett</td><td>7</td></tr> </table> <table> <tr> <th><b>Operations Committee Members</b></th><th><b>No. of Votes</b></th></tr> <tr> <td>Cyndee Clay</td><td>14</td></tr> <tr> <td>Mark Baker</td><td>14</td></tr> </table> <p>Terrence Young is the new Co-Chair-Elect and Ms. Clay and Mr. Baker are the new members of the Operations Committee.</p>	<b>Community Co-Chair Elect</b>	<b>No. of Votes</b>	Terrence Young	9	Natalia Averett	7	<b>Operations Committee Members</b>	<b>No. of Votes</b>	Cyndee Clay	14	Mark Baker	14
<b>Community Co-Chair Elect</b>	<b>No. of Votes</b>												
Terrence Young	9												
Natalia Averett	7												
<b>Operations Committee Members</b>	<b>No. of Votes</b>												
Cyndee Clay	14												
Mark Baker	14												
<b>Break</b>	The group decided not to take a break.												
<b>CPG Calendar Review</b>	Ms. Afzal informed the group that the schedule for 2011 has not been created yet. The operations committee will be asked to create the schedule.												
<b>Announcements</b>	<ol style="list-style-type: none"> <li>Ms. Clay announced that the host committee reception for DC will be held on Sunday, December 12, 2010 from 6:00 pm until 7:00 pm. A saxophone player and a go-go band will be performing.</li> <li>Ms. Clay announced that the Urban Coalition for HIV/AIDS Prevention Services (UCHAPS) in conjunction with HPLS will hold meetings on Thursday and Friday from 9:00 am to 4:00 pm. Ms. Clay will send out the agenda.</li> <li>Mr. Afzal announced that the CPG is working on amending the bylaws to allow members to call into two meetings per year.</li> </ol>												
<b>Next Steps</b>	<p><b>Next Steps:</b></p> <ol style="list-style-type: none"> <li>Draft letter to Dr. Nnemdi Kamanu Elias and copy Tiffany West</li> <li>Draft letter to Dr. Vigilance, the Director of the DOH</li> <li>Operations Committee to create calendar for 2011</li> </ol>												
<b>Handouts:</b>	<ol style="list-style-type: none"> <li>Agenda</li> <li>October 2010 Draft Minutes</li> <li>Nominations for Vacancies on the Operations Committee</li> <li>Defining Our CPG Small Work-group break-out sessions.</li> </ol>												



MEETING ADJOURNED	The meeting was adjourned at 7:55 p.m.
NEXT MEETING	January 13, 2011; 5:30 pm – 8:00 p.m. HAHSTA 64 New York Avenue, Washington, DC 5 <sup>th</sup> Floor Conference Room